

1. ✓ Reorganization and division of supervision. Now have 3 couriers supervisors, but who are not assigned specific men.
2. ✓ Eliminate $\frac{1}{2}$ the Shuttle runs between Langley & D. C. This eliminates 2 couriers, 1 truck driver. Make four round trips daily.
3. ✓ Combine OCR & RQM Cable runs. OCR run performing two pickups in State to be delivered to Cable Branch, New Building. State should deliver? Eliminates 1 courier.
4. ✓ Printing Services Division Run #2 FEIS. Eliminate Printing Service Run #2. Could be done by outside contractor. 30-40 bags daily. One run. Balance of service can be provided through other scheduled runs. Eliminate 1 courier, 1 truck driver.
5. ✓ Combine 1717 H Street runs and Washington mail shuttle making 1 run service. All agency components left in downtown area. Eliminates 1 courier, 1 truck driver.
6. ✓ Discontinue providing service for trash run. Belongs to Trans. division. Eliminates 1 truck driver.
7. ✓ Contract out for runs to P. O. boxes. *Also morning F.B.I. Delivery* No savings in personnel.
8. ✓ Combine Logistics morning to run with Pentagon run. No savings in personnel.
9. ✓ Assign Officer to McCone full time. Duties to include morning newspaper. Hours to suit McCone.

STAT

Washington to Langley run	2 couriers	1 truck driver	4 trips dl
PSD run #1	2 couriers		
Washington mail shuttle	2 couriers		
1717-1016			
Courier posts-Quarters Eye, R & S,			
1016, 1717, 7 floors New Building	11 couriers		

QCR Cable run RQM Câble run	1 courier	
Staff Duty Courier	1 courier	
Printing Services Div. Run #2	1 courier	1 truck driver
RIDD/P Pouch run	2 couriers	
Pentagon run	1 courier	
City run	2 couriers	
AEC run	2 couriers	
Post Office run		1 truck driver
A.M. Pouch run	2 couriers, 2 hrs.	
War Depot run	1 courier	
TS city run	1 courier	
SPOG	1 courier	

STAT

STANDBY COURIERS

Station 3 M.W.F. 3 hours/day
AFTSC to DD/PTSC F 2 hours

$\left. \begin{array}{c} 1 \\ 2 \\ 1 \\ 2 \end{array} \right\}$ 1 Courier

McCone News Paper 0500 daily
A.M. Pouch run

$\left. \begin{array}{c} 1 \\ 2 \\ 1 \\ 2 \end{array} \right\}$ 1 Courier

Plus Extra

05 4 Couriers

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